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## **Retired Educator License Frequently asked Questions**

### **What is a Retired Educator License?**

The Retired Educator License is a five (5) year educator license for educators who have withdrawn from active teaching who meet the requirements outlined in the information below.

### **Who can apply for a Retired License?**

An educator qualifies for a Retired Educator License if he/she has met all of the following:

1. Fifteen years of documented teaching experience as a licensed educator\*
2. Currently holds a valid Vermont Level II license
3. Has or will within the next six months withdraw from active service and receive a retirement allowance from service as an educator and can provide verification of this\*\*
4. Can provide evidence of three credits or 45 hours of new professional learning in each endorsement area completed within the last three years prior to submitting of which 15 hours are specific to the endorsement being requested be placed on the Retired Educator License.

\* If you were employed in a private school or other educational position that did not require licensure please contact the Licensing Office to determine your eligibility for the Retired Educator's License.

\*\* If you were employed in a private school or other educational position that did not contribute to a pension or retirement system please contact the Licensing Office to determine your eligibility for the Retired Educator's License.

### **When can I apply for the Retired Educator License?**

You can apply for the Retired Educator License any time prior to the date on which your Level II license expires and you can provide the required verification of pension benefits and Professional Learning. You **CANNOT** apply for a Retired Educators License after your Level II license expires.

### **Can I teach under a Retired Educators License?**

Yes, you can teach under the Retired Educator License if your employment salary does not exceed the earning cap set by the Vermont State Retirement Office for retirement eligibility. However, whether a school or district will offer you a contract to teach under a Retired License is up to the district/school. If you plan to continue employment in a Vermont public school, then please check with the school/district to make sure they will accept your Retired Educator's License.

### **Must I submit verification of completing my professional learning activities?**

Yes. If you are served by a Local or Regional Standards Board (L/RSB), you must submit applicable professional learning to the L/RSB for review and approval. However, if you are not served by a Local or Regional Standards Board, you must submit evidence of meeting your professional learning requirements directly to the AOE Licensing Office with your Retired Educator Application.

### **Do I have to go through my Local or Regional Standards Board (L/RSB)?**

Yes, if you are employed in a Vermont school served by an L/RSB then you must submit your Professional Learning **and** Retired Educator Application to the L/RSB for review and approval via the online licensing system. Once your professional learning and Retired Educator Application are reviewed and approved by the L/RSB you will need to complete the remaining requirements of the Retired Educator Application and submit the Retired Educator Application to the AOE for final review.

### **For how long is the Retired Educator License valid?**

The Retired Educators License is valid for five (5) years.

### **What is required to verify my pension benefits?**

This can be a copy of your Retirement Acceptance letter from the State Retirement Office, a copy of a deposit slip showing your State pension deposit (black out any confidential information), or a letter or email from the State Retirement Office. All documentation must be valid within six (6) months of your Retired Educator Application.

### **What is the fee for a Retired Educators License?**

The Retired Educators License fee is \$300 total.  $\$50.00$  a year X 5 years = \$250 + \$50 application review fee. The application processing fee is non-refundable. These fees are submitted electronically in the secure online licensing system.

### **Will I receive a Formal Retired Educator's License in the mail?**

No, once your Retired Application is complete you will receive an email explaining how you can register and log into our Online Licensing System to view and print your License Details. If you want a formal copy of your Retired Educators License you will need to include an additional \$10 license fee when you pay the final fee for the Retired Educator License.

